

Minutes of the Planning Commission Regular Meeting of Tuesday, June 20, 2017  
Planning Commission, Council Chambers, One Twin Pines Lane, Belmont, CA

**ROLL CALL 7:00 P.M.**

Planning Commission members Present: Mates, McCune, Meola, Hendrix

Planning Commission members Absent: Goldfarb, Simpson, Majeski

Staff Present: Community Development Director de Melo, Principal Planner DiDonato, Contract Planner Conley, Executive Assistant Plut

**PLEDGE OF ALLEGIANCE**

Led by Chair Mates

**COMMUNITY FORUM ON ITEMS NOT ON THE AGENDA**

No Speakers.

**COMMISSIONER ANNOUNCEMENTS / AGENDA AMENDMENTS**

City Council Meeting of June 13, 2017 - Commission Liaison McCune will attend.

**CONSENT CALENDAR**

None.

**PUBLIC HEARINGS**

**2405 MONSERAT AVENUE - SINGLE FAMILY DESIGN REVIEW TO CONSTRUCT A 1,229 SQUARE FOOT GROUND FLOOR ADDITION TO AN EXISTING 1,181 SQUARE FOOT SINGLE-FAMILY RESIDENCE. (APPL. NO. PA2016-0067) APN: 043-275-320**

Chair Mates polled the Commission for ex-parte communication regarding the project; Commissioners indicated that site visits were made but no ex-parte communications were made.

Contract Planner Conley presented the staff report and stated that the proposed project findings can be made in the affirmative, and recommended approval of the project.

Chair Mates opened the public hearing, no one came forward to speak.

Chair Mates closed the public hearing.

Commission deliberation on the item yielded support for the project.

**ACTION:** On a Motion Made by Commissioner Meola, Seconded by Commissioner Hendrix Approving A Single Family Design Review At 2405 Monserat Avenue (Appl. No. PA2016-0067)

**Passed 4/3 (Goldfarb, Simpson, Majeski absent)**

**Resolution 2017-20**

**1136 NORTH COURT (CONTINUED TO A DATE UNCERTAIN)  
SINGLE FAMILY DESIGN REVIEW TO CONSTRUCT 1,448 SQUARE FOOT SECOND  
FLOOR AND 280 SQUARE FOOT FIRST FLOOR ADDITIONS TO AN EXISTING 1,678  
SQUARE FOOT SINGLE-FAMILY RESIDENCE. (APPL. NO. PA2017-0028) APN: 044-  
101-140**

Community Development Director De Melo explained that square footage issues needed to be reconciled before the project came before the Commission.

**ACTION:** On a Motion Made by Commissioner McCune, Seconded by Commissioner Meola continuing the project to a date uncertain.

**Passed 4/3** (Goldfarb, Simpson, Majeski absent)

**6-8 AND 10 DAVIS DRIVE - MASTER SIGN PROGRAM REVIEW FOR A NEW  
MIDDLE SCHOOL. (APPL. NO. PA2017-0029) APN: 043-340-170 & 043-340-180**

Principal Planner DiDonato stated that the current City Sign Ordinance has a provision which requires a planned development to establish a Master Sign Program before placing any signs on site. He noted that monument, awning, and wall signs are requested to identify the school buildings on site. He noted the design, location and materials used for the proposed signs. He concluded that the proposed signage is understated and consistent with the architecture approved for the project site. He explained that the signs were reviewed for the standards included in the sign ordinance and sign standards findings can be made in the affirmative and recommended approval of the Master Sign Program application.

Chair Mates polled the Commission for ex-parte communication regarding the project; several Commissioners indicated that site visits were made but no ex-parte communications were made.

Discussion ensued regarding the sign area and font.

In response to Commissioner McCune, Kathleen Kavanaugh, CSUS Project Manager, stated that the Commissioners have been provided shop drawings and a first submittal to the project at the time of the staff report; a second revision with the fonts identified will be forthcoming. She noted that the gymnasium sign is proposed to be concrete and not stucco as stated in the staff report.

Chair Mates opened the public hearing, no one came forward to speak.

Chair Mates closed the public hearing.

Commission deliberation on the item yielded support for support for the project with the revised conditions.

**ACTION:** On A Motion by Commissioner Meola and Seconded by Commissioner Hendrix Approving A Master Sign Program (MSP) At 6-8 And 10 Davis Drive (Appl.No. 2017-0029)

**Passed** (Goldfarb, Simpson, Majeski absent)  
**Resolution 2017-21**

**OTHER BUSINESS / UPDATES**

Community Development Director De Melo reminded the Commission that the first regular July Commission meeting is moved to July 6<sup>th</sup> due to the July 4<sup>th</sup> Holiday. He noted that the Draft EIR for the General Plan and Belmont Specific Plan will be released by the end of month and an update will be provided to the Council and Commission. He noted that the DEIR public review will be a 45 day period.

Commissioner Hendrix requested a future update on current projects throughout the City.

**ADJOURNMENT:** at this time being 7:30 P.M to a regular meeting of the Planning Commission to be held on July 6, 2017. (Date change due to July 4<sup>th</sup> Holiday)

Jozi Plut  
Executive Assistant

Meeting televised and web streamed.